

DD/A 78-0881  
3 March 1978

MEMORANDUM FOR : [REDACTED] 25X1A  
Deputy Executive Secretary  
FROM : [REDACTED] 25X1A  
Executive Officer/DDA  
SUBJECT : ADMAG Meeting with DCI

Diane:

Regarding your questions in preparation for the ADMAG meeting with the Director on Tuesday, 7 March, the following is submitted:

- a. Three-year probationary period for new employees - Attached is a copy of [REDACTED] dated 24 June 1977 extending trial period for new employees. 25X1A
- b. Special Retirement Option - Discontinued service has nothing to do with 25 years. It is a special retirement option that is made available to resolve personnel management problems or surplus situations. It is to be emphasized that this program must be administered very carefully and clearly is not a program that can be used to accommodate the wishes of an individual. Attached is the DD/A notice on extending the special retirement option to 30 June 1978. Of interest is the fact that the DDO and select offices of the DDA are authorized to enlist the special retirement options. This was not open to NFAC and DDS&T.
- c. Concerning the recommendation on the Guest Speaker Program with participation by Agency components and speakers, there is attached a memorandum by OTR addressing this issue. As we discussed on the phone, [REDACTED] was the first of this program and there will be others to follow.

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[REDACTED]

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ORIGINATOR: [REDACTED] se/3 March 1978

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Distribution:

Orig - [REDACTED] w/3 atts.  
1 - DDA Subject w/atts  
1 - DDA Chrono w/o atts  
1 - RFZ Chrono w/o atts  
1 - ADMAG File w/o atts

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Attachments:

1. [REDACTED], 24 June 1978
2. DD/A Administrative Ins. No. 77-4, 1 Jan 78
3. Memorandum to DDA from OTR re Speakers in Audit.  
DD/A 08-0403.